

Pacific Academy of Higher Education and Research University
Office of the Controller of Examinations

EXAMINATION STATUTES & ORDINANCE

CONDUCT OF EXAMINATIONS

A) BOARD OF EXAMINATIONS:

1. The Board of Examinations shall be the authority for conducting the examinations and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper setters, examiners and moderators, and also prepare the schedule of dates for holding examinations and declaration of the results. The Board of Examinations shall also oversee and regulate the conduct of examinations.
2. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of the conduct of examinations. The procedure to be followed by the Board shall be such as may be prescribed.
3. The Board of Examinations shall consist of the following members:
 - a) President, Chairperson
 - b) One Director marked by the President
 - c) Controller of Examinations
 - d) The Dean of each faculty
 - e) Two Principals/Directors other than Dean of Faculty nominated by the President
 - f) Two Teachers other than Principal/Director nominated by the President
4. **Power and Duties of the Board of Examinations:**
 - (i) The Board of Examinations shall ensure the proper organization of examinations of the University, including tabulation and the declaration of results.
 - (ii) The Board shall meet not less than twice in each academic term.
 - (iii) In particular, and without prejudice to the generality of duties as mentioned in sub-section (1), the Board shall exercise the following powers and perform the following duties:
 - (i) To undertake exercises and experiments in examination reforms.

- (ii) To exercise such other powers in relation to examinations as may be assigned to it by the Government.
- (iv) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorized by the Chairperson in that behalf shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person.
- (v) No member of the Board of Examinations or the committees shall be appointed as a paper-setter or examiner.
- (vi)
 - (i) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, teachers, or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than three persons, one of whom shall be the Chairperson.
 - (ii) Such a committee shall submit its report and recommendations to the Board of Examinations, which shall take disciplinary action in the matter as it deems fit.
- (vii) The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

(B) Rules and Regulations for Conducting Examinations

Definitions:

In these rules relating to the conduct of examinations, unless there is anything repugnant in the subject or context:

- (i) **“Academic Year”** means a year commencing on such a date in July and ending with such a date in June of the year following as may be decided by the Academic Council.
- (ii) **“Admission to an Examination”** means the issuance of an admission card to a candidate in token of his having completed all the conditions laid down in these Rules, by a Competent Authority of the University.
Provided that a candidate who does not fulfil all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally. However, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.
- (iii) **“Applicant”** means a person who has submitted an application to the University in the prescribed form for admission to an examination.

- (iv) **“Candidate”** means a person who has been admitted to an examination by the University
- (v) **“Collegiate Candidate”** means an applicant who has applied for admission to a University Examination through a constituent College/Institution/Centre, in which he/she has been prosecuting a regular course of studies.
- (vi) **“Examinee”** means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- (vii) **“Examination Fee”** means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the Competent Authority from time to time.
- (viii) **“Repeater Student”** is a student who, having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence. This includes a student who may have joined a College/Institution again in the same class or a student whose performance in the examination was canceled due to fraud, malpractice, improper conduct, etc., and has completed the punishment given to him and allowed to appear for the said examination by the Board of Examinations.
- (ix) **“Under-Graduate Examinations”** means an examination leading to the Graduate Degree of the University.
- (x) **“Post Graduate Diploma Examination”** means an examination leading to a Post Graduate Diploma of the University.
- (xi) **“Post Graduate Degree Examinations”** means an examination leading to a Post Graduate Degree of the University.
- (xii) **“Verification”** means recounting and re-totaling of marks of all answers evaluated earlier, including assessment and allotment of marks to any un-assessed answers in the concerned answer book.
- (xiii) **“Attempt”** means either partial or complete appearance by a candidate at an examination. Mere remittance of the examination fee shall not amount to an attempt at an examination.
- (xiv) **“Unfair Means Committee”** means the committee constituted by the Board of Examinations to investigate cases of unfair means used during the conduct of university examinations by the students, examiners, or any other person(s) connected with the examination.
- (xv) **“Student”** means and includes a person who is enrolled as such by the University/Constituent College/Institution/Centre for receiving instructions, qualifying for any degree, diploma, or certificate awarded by the University.

- (xvi) **"Department"** means a unit responsible for organizing teaching or research in a subject or group of related subjects in a conducted/constituent College/Institute/Centre.
- (xvii) **"Post Graduate Department"** means a department of a college or institute or Centre of higher learning, research, or specialized studies imparting Post Graduate instructions or guiding research recognized to be so by the University.
- (xviii) **"College"** means a college imparting education leading to the award of a degree, diploma, or certificate and is a constituent college or Institute or Centre of the University.
- (xix) **"Institution"** means an institution of higher learning, research, or specialized studies other than a college and is a constituent unit of the University.
- (xx) **"Centre"** means an institution of higher learning, research, or specialized studies other than a college and is a constituent unit of the University.
- (xxi) **"Authorities"** mean the Authorities of the University as specified by or under the rules, regulations, and laws/bylaws.
- (xxii) **"Central Councils"** means various councils of the health sciences and allied health sciences constituted by the Central Government.
- (xxiii) **"U.G.C."** means the commission established under the U.G.C. Act, 1956.
- (xxiv) **"Teacher"** means a full-time teacher, including Principal (acting or officiating), Dean of College, Director of an institute or Centre, Professor, Associate Professor, or Assistant Professor imparting instructions or guiding research in the University or in any constituent college, institute, or Centre.

Regulations of University Examinations

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REGULATIONS OF UNIVERSITY EXAMINATIONS

R-1 Short Title

- (i) These regulations may be called the Regulations of University Examination of the Pacific University.
- (ii) These regulations shall come into force with effect from the date of adoption by the Board of Management.

R-2 Enrolment

- (i) Every candidate for an examination of the University shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled as a student of a constituent or an affiliated college of the University before entering upon the course prescribed for such examination and should have undergone a regular course of study at that college. Candidates must apply for enrollment in every academic session of the year of admission, failing which their admission shall automatically stand cancelled.
- (ii) The fee structure for Enrolment and related activities shall be as notified by the University from time to time.
- (iii) The development fees as notified by the university shall be charged in one installment for the whole duration of the course along with the enrolment fees at the time of submission of the

enrolment form.

R-3 Attendance

- (i) The expression 'regular course of study' means attendance required to be put in by a candidate in the lectures, tutorials, and practicals as provided hereinafter for the respective examination to be taken by the candidate. A candidate who fails to put in the required minimum attendance as provided herein after shall be detained from appearing at the examination.
- (ii) Minimum attendance required in respect of a particular examination shall be:
 - "A candidate shall be required to put in a minimum of 75% attendance in lectures and tutorials (taken together) and 75% in sessionals and practicals at the Semester/Session concerned so as to enable him to appear at the examination."
- (iii) If a candidate for an examination fails to put in the required attendance, the name of such candidate shall be reported to the university by the Head of every college/department well before the commencement of an examination.
- (iv) On account of bona fide illness supported by a medical certificate, if the total attendance of a student falls short of the required minimum attendance, the Principal of College may condone a shortage not exceeding 3%. If the shortage is larger but not more than 6%, the case shall be referred to the Vice-Chancellor for approval. The Vice-Chancellor may condone a further shortage not exceeding 5% in genuine cases of prolonged illness.
- (v) NCC cadets, students deputed to represent their colleges in sports, cultural, academic, technical events, blood donations, etc., shall be treated as present for the days of their absence for the above purpose.
- (vi) Internal examination days shall be considered as working days for the purpose of attendance if the candidate appears for the examination.
- (vii) A candidate shall not be permitted to appear in that paper(s) in which his attendance falls short of the minimum requirement.

R-4 Application and Fee for Examination

- (i) A candidate appearing for any examination shall apply in the prescribed form made available by the University.
- (ii) The last date for receipt of application forms shall be as notified by the University.
- (iii) A candidate who is unable to appear for an examination shall not get a refund of his fee. However, if a candidate dies before the commencement of the examination, his fee may be refunded.
- (iv) The prescribed examination fee shall be paid for each subsequent examination attempt.
- (v) The fee structure for Examination and related activities shall be as notified by the University.

- (vi) Fees for Degree, Provisional Certificate, and Consolidated Mark Sheets shall be as approved by the University from time to time.

R-5 Admission Card

- (i) On receipt of the prescribed fee, the university shall issue an admission card permitting the candidate to appear at the examination.
- (ii) Permission to appear at an examination may be withdrawn for misconduct.
- (iii) A candidate may not be admitted to the examination hall unless he produces his admission card.
- (iv) In case of loss of the admission card, a duplicate may be issued upon payment of an approved fee.

R-6 Loss of Admission Card, Enrolment Form, etc.

A student who has lost his enrolment form, admit card, or degree may apply for a duplicate copy by paying the prescribed fee.

R-7 Appointment of Examiners

- (i) Examiners shall be appointed by the Examination Committee on the recommendation of the Board of Studies.
- (ii) If an examiner is unable to act, the Vice-Chancellor may appoint another examiner.
- (iii) Three paper setters shall be appointed for each question paper.
- (iv) Remuneration for examination work shall be as notified by the University.
- (v) Any unqualified or debarred person shall not be associated with the appointment of examiners. (vi) All work related to examinations shall be considered part of the normal duty of university teachers.

R-8 Instructions for Centre Superintendent (CS) for the Conduct of Examination

These instructions shall be read in conjunction with the following documents as notified by the University:

- (i) General instructions for candidates appearing for Examination
- (ii) Duties and responsibilities of Additional Centre Superintendent, Deputy Centre Superintendent, Relieving Officer, and Room Superintendent.

R-8.1 General

- (i) The University shall declare the Examination Centres from time to time.
- (ii) Each Examination Centre shall have a Centre Superintendent (CS), who is generally the Head of the Institution and shall be appointed by the University.
- (iii) No person shall be appointed as CS for the examinations of two bodies held simultaneously at the same institution.
- (iv) The CS shall be responsible for the smooth conduct of examinations at his/her centre and shall ensure all precautions and actions before, during, and after the examinations.

- (v) The CS shall remain available at the centre during both theory and practical examinations.
- (vi) The CS shall convene a meeting of all examination staff prior to the commencement of examinations and explain their duties and responsibilities.
- (vii) The CS shall ensure all officials involved in the examination conduct are aware of their responsibilities.
- (viii) The CS shall seek assistance from local authorities to maintain law and order at the examination centre.
- (ix) CS shall ensure that University Officials (Observers, Flying Squads, etc.) have unhindered access to the centre for inspection.

R-8.2 Appointment of Officers and Staff

- (i) The CS shall appoint required number of Officials for conducting the examination smoothly, as below:
 - (a). One Additional Centre Superintendent, only if examinees are more than 750 or sessions of examination are more than two.
 - (b). The person to be appointed as an ACS shall normally be the Vice-Principal or the senior-most person from amongst the faculty of the college.
 - (c). One Deputy Centre Superintendent for every 500 students. DCS shall be, generally, the senior faculty amongst the teaching staff members by rotation.
 - (d). The CS shall appoint ACS/DCS wherever necessary, and intimate their name(s) to CoE for record. Approval of the University for the appointment of ACS/DCS is not necessary.
 - (e). The ACS/DCS shall not leave the station during the examination days for any purpose without obtaining prior permission of the CS.
 - (f). One Room Superintendent for every 25 students with a minimum of two RS in each room.
 - (g). One Relieving Officer for every 100 examinees with a minimum one number. In case of emergency, RO shall act as reserve RS.
 - (h). Teachers accompanying their students from outside colleges may also be taken as RS
 - (i). In the interest of efficiency, no person shall be appointed as ACS/DCS/RS/RO for more than two sessions in a day.
 - (j). The University, if necessary, may appoint University Appointed Centre Supervisor, observer, flying squad for the centre to ensure the fairness of conduct of examination.
 - (k). The duties of ACS/DCS/RS/RO should be made available to these officials in advance. The CS shall also go through all these instructions including instructions to the candidates thoroughly.
- (ii) Norms of the staff which may be engaged by the CS for examination work:

S.No.	Staff	No. of persons to be engaged
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I	Class III Staff (Clerical)	
	No. of Registered Candidates for the session	
	Upto 200 candidates	03
	Upto 500 candidates	04
	For subsequent 500 candidates or part there of	One
II	Daftari	
	One Daftari irrespective of number of candidates	
III	Class IV Staff	
	Upto 100 candidates:	04
	Above 100 for every 50 candidates or part thereof	01
IV	Electrician	01
V	Plumber	01
VI	Chowkidar	01
VII	Sweeper	01

For every 500 examinees, one extra peon may be engaged over and above the peon engaged as per the above norms. The number of peons engaged as per the above norms will be subject to the maximum number of 25 peons.

- (iii) The CS shall take care not to allot a particular RS to the same room successively.

R-8.3 Advance Preparation

- (i) Immediately after receiving the appointment letter from the University, the CS shall assess the requirements based on the number of candidates appearing for the examination. The CS must ensure that all necessary materials (e.g., answer books and other stationery) are received from the University on time. Additionally, the CS shall arrange the required manpower for conducting the examination.
- (ii) The CS shall prepare a seating arrangement plan for candidates well in advance, ensuring:
 - (a) Each candidate has a designated seat in good condition, clearly marked with a card displaying their roll number.
 - (b) Examination halls with a seating capacity of more than 40 are preferred.
 - (c) Candidates appearing for the same subject should not be seated next to each other whenever possible (recommended floor area per seat: approximately 25 sq. ft.).
 - (d) A seating arrangement plan, showing the position of candidates according to their roll numbers in each room for each exam day, must be displayed in an accessible location for examinees. A copy should also be sent to the CoE along with the room dimensions and the CS diary.

- (iii) General instructions for candidates must be posted on the notice board. Candidates should be advised to read them carefully before appearing for the examination.
- (iv) The CS must check and arrange any additional materials required for the examination, such as drawing sheets, steam tables, IS codes, etc., and keep them ready for distribution.
- (v) The CS shall ensure that the list of detained students is obtained from the Head of the institution to which the examinees belong.
- (vi) Before distributing answer books to candidates, the facsimile seal of the CoE shall be affixed to the answer books/answer sheets in the designated space using blue ink. Additionally, an alphabet stamp must be affixed in the designated area using blue ink. The following rules apply to alphabet stamps:
 - Only one alphabet stamp shall be used for all answer books on a particular exam day.
 - A different alphabet stamp (chosen by the CS) must be used for successive examination days.
 - Only the alphabet stamp provided by the University shall be used, as it contains a hidden security symbol.
 - The CS is solely responsible for the safe custody of the facsimile and alphabet stamps.
 - The CS must ensure the confidentiality of the alphabet stamp used for each day.
 - The CS shall maintain an accurate record of the serial number and alphabet stamp used on the answer sheets each day.

These measures prevent blank answer books from being smuggled into the examination hall. If any answer book is found to be in poor condition, the CS must not distribute it to candidates to avoid potential manipulation.

Answer books should not be stamped in larger quantities than required for each day's use. This prevents the unauthorized addition of blank answer books to the collected examination materials. If any blank answer books are stolen and later introduced into the answer book collection, the absence of the daily alphabet stamp will immediately identify them as unauthorized.

At institutions that serve as centres for multiple University examinations, the CS must ensure that answer books from different examinations are not mixed. A consolidated statement of the answer books used must be sent to the COE after the examination in the prescribed CS diary. Any unused answer books and other papers should be securely stored for future use under lock and key.

R-8.4 Handling of Question Papers (QP)

- (i) The CS shall acknowledge receipt of the question paper packets from the University by submitting the prescribed format to the CoE immediately upon receipt.

- (ii) The CS must carefully inspect the condition of the question paper envelopes. If an envelope appears tampered with or unsealed, the CS must report it to the CoE immediately and securely seal the envelope in a larger envelope.
- (iii) The CS must verify that the examination name, subject, paper, date, and time printed on the envelope match the examination schedule. Any discrepancies should be reported to the CoE without delay.
- (iv) If the question paper packets do not arrive at least one day before the examination, the CS must contact the CoE immediately.
- (v) The University may adopt additional measures to deliver question papers on the day of the examination to ensure fairness and security.
- (vi) All question paper packets must be stored in a secure, locked strong room. The CS is solely responsible for their safe custody at the examination centre.

R-8.5 On the Day of Examination:

R-8.5.1 Before Commencement of Examination

- (i) On the examination day, the sealed question paper packets shall be retrieved from the strong room no earlier than 30 minutes before the scheduled exam start time, in the presence of the DCS and one or two other officials.
- (ii) Before taking the packets to the main examination hall, officials must verify the date, time, subject, and number of question papers listed on the packet. The CS must ensure that no question paper intended for a later session or date is opened prematurely.
- (iii) **Opening of Question Paper Envelopes:**
 - (a) The CS shall open the question paper envelope in the main examination hall (the hall with the maximum number of students) in the presence of candidates and officials. It must not be opened in the CS's office or any other room.
 - (b) Before opening an envelope, the CS and witnesses must sign the certificate printed on each envelope. Each signatory must write their designation below their name.
 - (c) The CS must cut open the envelope neatly at one end using scissors instead of breaking the seals. Opened envelopes, along with signed certificates, must be returned to the CoE after the examination.
- (iv) After opening the envelope, the CS must verify the number of question papers and ensure that the heading on each question paper matches the details on the envelope. If a question paper intended for a later exam session is found inside, it must be sealed in an envelope

and stored securely. The CoE must be notified immediately.

- (v) The CS shall distribute the required number of question papers for each examination block/room in separate covers, ensuring the number matches the candidates appearing in each room.
- (vi) The CS shall provide room superintendents (RS) with packets containing answer books and necessary stationery. These packets must be distributed 45 minutes before the exam on the first day and 30 minutes before on subsequent days.
- (vii) The CS shall ensure that the list of detained students, as verified by the Head of the Institution, is recorded in the RS diary before issuing it to the RS.
- (viii) The CS shall instruct the RS to read the **Warning Note** to candidates five minutes before the examination begins.

Warning Note: Candidates must check their desks, tables, pockets, and belongings for unauthorized material before receiving the question paper. Any found materials must be handed over to the RS. Supplementary answer books will not be issued, as the main answer book contains sufficient pages. Candidates should use their answer books efficiently without wasting pages.

R-8.5.2 During the Examination

- (i) Candidates may be admitted to the examination hall half an hour before the scheduled time on the first day and first session and a quarter of an hour before the scheduled time on subsequent days/sessions.
- (ii) Normally, a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, within half an hour of commencement, such candidates may be allowed to take the examination after ensuring that no candidate has left the examination hall by then or as per the instructions/notifications issued by the university from time to time. No extra time should be given to such candidates.
- (iii) Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. The CS shall ensure that candidates bring their admit cards, which should be inspected daily and returned after inspection.
- (iv) The CS shall ensure that all eligible candidates appear for the examination, i.e., no candidate with a valid admission card mentioning the subjects for which they are eligible is detained.
- (v) If a candidate whose name appears in the printed roll list forgets or loses their admission card and fails to obtain a duplicate copy from the University office in time, they may be admitted to the examination upon validating their claim (provided in writing). The CS shall issue a provisional admission card valid for that day only upon payment of the prescribed fee notified by the University. Details of such provisional cards should be sent to the CoE

along with the collected fee at the end of the examination.

- (vi) The CS shall notify all candidates to place their belongings, including books, notes, or any undesirable material, in the designated space outside the exam hall. The university is not responsible for the security of such items. Bringing mobile phones into the examination hall is strictly prohibited. The CS shall instruct the RS not to allow mobile phones or study material in the examination hall under any circumstances. Candidates shall be solely responsible for bringing such articles to the examination center.
- (vii) The CS shall conduct a pre-entry search of candidates for any unlawful material to prevent unfair means in the examination. Candidates must comply with such searches, which may also be conducted during the examination. This should be notified to all candidates.
- (viii) Candidates should be prepared for a physical search by officials appointed by the university/CS during the examination if requested.
- (ix) The CS shall ensure that no candidate suffering from an infectious disease (e.g., smallpox, plague, influenza) or who is convalescent but not free from infection is allowed to sit for the examination. If such a candidate is noticed after the examination begins, immediate steps should be taken to destroy their papers and carry out necessary disinfecting measures.
- (x) The use of scientific calculators is permitted; however, programmable calculators (those with memory capacity exceeding six numbers) are not allowed.
- (xi)
 - (a) Question papers should be distributed punctually at the start of the examination.
 - (b) If a question paper consists of multiple pages, the RS should announce the total number of printed pages so candidates can verify that no page is missing.
 - (c) Immediately after distributing question papers, the CS (through ROs) should collect all spare copies, verify their count, and ensure no extra copies remain with the RS or leave the examination room until at least two hours after the exam starts. If a candidate leaves early, they should not be allowed to take the question paper with them; it should be returned after the exam.
 - (d) If there is a shortage of question papers, photocopies may be distributed, and extra time equivalent to the delay in distribution should be given to affected candidates. Other candidates who received printed copies on time should not be given extra time. This should be reported to the CoE immediately.
 - (e) If a candidate requests a question paper for an optional/elective subject not listed in their printed roll, they may be given the paper but must sign an undertaking that if found ineligible, their exam in that paper may be canceled. The CS should verify the candidate's request against their application form and report such cases to the University immediately.
 - (f) If candidates complain that a question paper or part of it is out of syllabus, misprinted, or ambiguous, they should complete the exam as given and submit a representation through the CS within seven days. No announcements about paper

cancellation should be made by the CS or anyone except the CoE. Late representations will not be entertained.

- (xii) Candidates found using unfair means or engaging in disorderly conduct during the examination shall be dealt with per existing regulations.
- (xiii) On each examination day, the CS, with the help of ACS/DCS/RS, shall ensure that all candidates correctly write their roll numbers, paste the relevant barcode sticker, and complete the required details on the answer book cover.
- (xiv) (a) An **amanuensis** may be allowed by the CS on request to visually impaired candidates and candidates with the following physical disabilities: (i) Dominant hand in a plaster cast due to fracture or injury; (ii) Arthritis or other painful conditions affecting the dominant hand; (iii) Nerve injuries leading to paralysis of the dominant hand; (iv) Any condition interfering with writing performance of the dominant hand.
(b) The amanuensis will be provided as per university regulations.
- (xv) If a question paper requires answering different sections in separate answer books, the CS shall inform candidates accordingly. Candidates must label their answer books correctly. If they fail to do so, only one section will be evaluated, and the other will be considered cancelled. Incorrectly labelled sections will also be treated as irrelevant.
- (xvi) Only authorized personnel are permitted inside the examination hall. Peons or others should not deliver letters or communicate with candidates during the examination.
- (xvii) No one should discuss the exam questions with a candidate during the examination, even for clarification purposes.
- (xviii) Candidates must stop writing immediately when the examination time is over.
- (xix) Smoking and other intoxicants, including chewing tobacco or spitting, are strictly prohibited in the examination hall.
- (xx) An office copy of candidates' admission cards will be sent separately. The CS shall check candidates' photographs, obtain signatures, and attest them after verification. The office copy should be returned to the CoE separately by registered parcel after the examination.
- (xxi) If the CS receives information about malpractice, they should take immediate action as per the Unfair Means Rules.
- (xxii) The CS shall arrange for signal bells audible to candidates:
 - (a) First bell: 15 minutes before the examination for students to enter the hall.
 - (b) Second bell: At the start of the examination for question paper distribution.
 - (c) Third bell: 10 minutes before the closing time, after which no candidate may leave the hall.
 - (d) Final bell: At the end of the examination.

R-8.5.3 Packing of Answer Books After the Examination

- (i) Answer books shall be arranged in roll number order after each session, counted, and packed in sealed packets as follows:
 - (a) Answer books of one subject and examination should be packed in a single sealed packet with a prescribed form attached.
 - (b) A prescribed record of answer books and absentees should be included.
 - (c) Multiple sealed packets may be packed in an outer packet for transmission.
 - (d) Packet details must be recorded in the CS diary.
 - (e) One copy of the question paper must be packed with each answer book packet.
- (ii) The CS shall dispatch answer books by registered parcel or an authorized university person immediately after each examination session.
- (iii) The CS shall maintain attendance records and report absentees in the prescribed absentee statement. If an answer book is sent separately due to unfair means or other reasons, this should be mentioned. If no one is absent, a 'Nil' report should be submitted.
- (iv) Three copies of the consolidated absentee statement should be prepared and sent as directed.
- (v) In emergencies not covered by these instructions, the CS may act at their discretion and report to the CoE.
- (vi) At the conclusion of the examination, the CS shall submit a report on compliance with these instructions and may include suggestions for improvement.
- (vii) Examination conduct remuneration shall be as notified by the University. Expenses should be within limits, with extra costs reimbursed upon producing vouchers.

R-9 Duties and responsibilities of the Additional Centre Superintendent (ACS)

- (i) The Additional Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the centre.
- (ii) The ACS shall remain at the centre during the entire period of university examination. In case of any emergency, he/she shall take the permission of the CS requesting him to make alternate arrangements.
- (iii) The ACS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

R-10 Duties and responsibilities of the Deputy Centre Superintendent (DCS)

- (i) The Deputy Centre Superintendent shall assist the Centre Superintendent in general, for the smooth conduct of Examination at the centre.
- (ii) The DCS shall remain at the centre during the entire period of University examination.

In case of any emergency, he/she shall take the permission of the CS requesting him to make alternate arrangements.

- (iii) The DCS shall attend to any work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

R-11 Duties and responsibilities of the University Appointed Centre Supervisor (UCS)/Observer

- (i) The University Appointed Centre Supervisor/Observer will be appointed by the University from amongst the teachers of University/Constituent/affiliated colleges for the smooth and fair conduct of examinations.
- (ii) The UCS/Observer shall visit the centre on the previous day of the date of commencement of the Theory Examinations.
- (iii) The UCS/Observer shall report himself for duty to the Centre Superintendent one hour before the commencement of the first day of examination and at least half an hour before the commencement of the examinations on the other sessions/days.
- (iv) The UCS/Observer shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets were kept intact and secrecy is maintained.
- (v) During the Examination, he/she shall ensure that all the Room Superintendents are discharging their duties properly and there is no scope for malpractice.
- (vi) The UCS/Observer shall supervise with the Centre Superintendent the packing and sealing of the answer book bundles and their safe custody.
- (vii) In case of answer books, which cannot be dispatched on the very day, the answer book bundles shall be kept under the safe custody of the Centre Superintendent.
- (viii) However, the Centre Superintendent as well as the UCS/Observer shall jointly sign the paper seal pasted to the room where the bundles are preserved.
- (ix) The UCS/Observer shall give his/her own report whenever malpractice cases are detected.
- (x) The UCS/Observer, if observes any irregularity or insincerity by any of the examination official/staff, he shall bring this fact to the notice of the CS immediately.
- (xi) As soon as his duties are over in that centre, the UCS/Observer shall send a report to the CoE as to whether the examination was conducted properly or he noticed any irregularities. However, he/she shall also report to the Controller of Examination about any improper or irregular aspect in the conduct of examination as soon as it is noticed, taking appropriate measures to rectify the same with the help of the CS.
- (xii) The UCS/Observer shall get himself relieved of his duties after the completion of the

duties assigned.

- (xiii) If the UCS/Observer has to leave during the examination for any other work of the University like evaluation or for any extraordinary reasons, he/she shall obtain the prior permission of the CoE and inform the same to CS.
- (xiv) He may get his duration of duties as University Appointed Centre Supervisor/Observer (i.e. days) countersigned by the respective CS.
- (xv) He shall be entitled for remuneration, honorarium, TA & DA as per university norms by sending bill along with the attendance certificate to the University.

R-12 Duties and responsibilities of Room Superintendent (RS)

- (i) The Room Superintendent shall be the invigilator for the examination room. He shall report to the Centre Superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/sessions of examinations. He shall ascertain the examination room/hall assigned to him/her and the number of candidates in the block.
- (ii) The RS shall go to the examination room/hall allotted 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other materials are found in the block.
- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The RS shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:

"The candidates in the examination hall should search desks, tables, their pockets & other belongings and hand over to RS. If any paper/notes/manuscripts or written materials are found in possession of candidate, he will be booked under unfair means."
- (v) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vi) The RS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- (vii) The RS shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extraordinary circumstances.
- (viii) The RS shall ensure that if a candidate decides to stop his writing of examination before

one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the room superintendent and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first hour of the commencement of examination or as per the instructions issued by the university from time to time in this regard.

- (ix) The RS shall put his signature at the place marked as Room Superintendent's Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number, pasted the proper barcode stickers and other particulars required on the facing sheet of the answer paper, checking the identity of the candidate with photo on admission card and office copy of admission card, and shall obtain the signature of the candidates on the prescribed attendance sheet.
- (x) The RS shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xi) RS shall ensure that any undesired materials brought by the students are outside the room at his own risk.
- (xii) Whenever the candidate wishes to change the pen/ink, the RS shall not affix the signature in the answer book anywhere inside the names but the university facsimile seal should be put using royal blue ink only.
- (xiii) If any student has not brought his/her admission card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional card.
- (xiv) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject-wise, candidates present and absent be submitted in the prescribed form.
- (xv) After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the Relieving Officer(s) or his representative when he/she visits the examination hall.
- (xvi) The RS shall not accept the answer book of any candidate without ensuring that it bears his/her correct University roll number and other information asked on the title page of the answer books.
- (xvii) The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
- (xviii) The candidate going for toilet should be escorted properly; however, frequent use of toilet by the candidate should be discouraged.
- (xix) Where candidate changes ink while he/she is answering a paper, he/she should bring this fact to the notice of the Room Superintendent on duty who will record this fact at

the appropriate place and affix the CoE facsimile stamp with BLUE INK only.

- (xx) The RS shall take rounds in the hall and shall not engage themselves in conversation with other RS, while the examination is going on and also shall not engage in reading magazine or newspaper or doing any work other than his duty for examination.
- (xxi) The RS shall ensure that there is no communication among the candidates in the examination hall.
- (xxii) The violations of instructions by any candidate shall be brought to the notice of the CS immediately and a written report is to be made regarding such cases to the University by the CS.
- (xxiii) Smoking and taking tea/coffee or any other refreshment in the hall or around by the candidate, where the examination is in progress is strictly prohibited (This includes chewing of tobacco etc.).
- (xxiv) The RS should note that a signal bell shall be given as under: (a) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room. (b) Second bell shall be given at the beginning of the examination for distribution of the question papers (i.e. at the time of commencement of examination). (c) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and (d) The final bell shall be given at the conclusion of the examination.
- (xxv) After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer books and shall arrange them roll number wise and hand over to the authorized officials in CS office along with other reports. Candidates shall not be allowed to leave the examination hall till all the answer books are collected.
- (xxvi) The Room Superintendent shall be personally held responsible for the loss/misplacement of any answer books before handing over to the office of the Centre Superintendent.
- (xxvii) While taking rounds of the examination hall, if the RS notices that any candidate is indulging in copying or possessing a manuscript or answer book other than that of the candidate, any written material on calculator/geometry box/scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used or intended to use for copying and immediately report to the Centre Superintendent. He should not allow the candidate to leave the examination hall till the Centre Superintendent comes to the examination hall and takes over the charge.
- (xxviii) Any dereliction of duty on the part of the RS shall be seriously taken and the CS shall take necessary action as per the guidelines of the University and report the same to the

University immediately.

- (xxix) Whenever a flying squad/ University Appointed Centre Supervisor/Observer of the University makes a surprise visit, the RS shall ensure their identity and allow them to enter the examination hall for surprise check.
- (xxx) The RS shall not leave the College premises until he/she personally hands over the answer books to the CS and return the relevant materials given.

R-13 Duties and responsibilities of the Relieving Officer (RO)

- (i) The Centre Superintendent shall appoint the Relieving officer from amongst the senior faculty.
- (ii) The RO shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between RS and CS/ACS/DCS for any emergent requirement.
- (iii) The RO shall not permit the RS to leave the examination hall during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature's calls.
- (iv) The RO shall assist the CS/ACS/DCS in general for smooth conduct of examination at the centre particularly in distribution of question papers to RS room wise.
- (v) The RO shall in addition to the above duties attend to any other work entrusted to him / her by CS/ACS/DCS.
- (vi) The RO shall relieve the RS for a maximum of 10 minutes and be in charge of the duties of RS during that period and discharge all the duties and responsibilities of the RS.
- (vii) The RO shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The RO shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.

R-14 Unfair Means

- (i) No candidate shall use unfair means or indulge in disorderly conduct at or in connection with the examinations. Explanation: Here 'candidate' means an examinee taking an examination in a particular year and also includes every student on the Rolls of the University.
- (ii) Unfair means shall include the following:
 - (a) making a false representation pertaining to the eligibility of the candidate to appear in examination;
 - (b) communicating or attempting to communicate with the Controller of Examination of the

University or any person of his office or Centre Superintendent, or any person connected with the conduct of examination, or with any paper-setter or examiner, with the object of finding out the name and address of the paper-setter or examiner, or finding out the questions that have been set by the paper-setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in discharge of his duties in connection with the examinations;

(c) talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff, before handing over the answer book to the invigilator;

(d) giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours;

(e) during examination time having in possession or access to:

i. any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned;

ii. anything written on scale, or any other instrument or any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned;

iii. anything written or signs made on the body of the candidate, or his clothes/garments, handkerchief etc. which may have relevance to the syllabus of examination-paper concerned;

iv. anything written, or signs made on the admission card/question paper which have relevance to the syllabus of the examination paper concerned.

(f) swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfair means, or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person;

(g) smuggling a question-paper or an answer-book (main or supplementary) or part thereof into the examination room/Centre or out of it;

(h) replacing or getting replaced an answer-book (main or supplementary) or part thereof during or after the examination;

(i) impersonating any candidate or getting impersonated by any person for taking the examination;

(j) copying of a substantial part of any work/material without any acknowledgment by a candidate in his dissertation/thesis/field—survey work/project report;

(k) tampering with records of an examination;

(l) using any obscene or abusive language in his answer-book;

(m) cheating or attempting to cheat the University in any manner; and

(n) any act or omission, by or on behalf of the candidate connected with the examination, whether prior to or subsequent to such examination or the result thereof which, in the

opinion of the Board, is unfair means.

(o) Disclosing candidate's identity by writing his roll no., enrolment number, name, address, telephone/mobile number etc. or any such act leading to disclosure of his identity.

(p) Attempting to bribe/luring the examiner by putting/offering cash or kind inside the answer book.

- (iii) (a) A candidate in the examination hall or outside but within the campus of the Examination Centre during the examination, shall be under the disciplinary control of the Superintendent of the Centre or his nominee and shall obey his instructions. (b) Disorderly conduct includes: i. disobeying the instructions of the Centre Superintendent/Additional Centre Superintendent /Deputy Centre Superintendent / University appointed center supervisor / Room Superintendent / Relieving Officer or any member of the Flying Squad; ii. threatening, intimidating or assaulting the Superintendent, Invigilator, any member of the Flying Squad or any other member of staff working at the examination centre, or another candidate in connection with the examination before, during or after the examination hours. iii. misbehaving with the Superintendents, RS/RO or any member of the Flying Squad or any other member working at the examination centre in connection with the examination before, during or after the examination hours; iv. leaving the examination room, before the expiry of half-an-hour after the commencement of the examination or leaving the examination room without obtaining the permission of the Invigilator or without handing over the answer-book to the invigilator or without signing the attendance sheet; v. tearing off or mutilating an answer-book (Main or supplementary) or any part thereof; vi. disturbing or disrupting the conduct of examination or attempting to do so; vii. inciting or compelling any other candidate to leave the examination room or to/boycott the examination; viii. bringing into the Examination Hall/Centre (a) any weapon or (b) any other material objected to by the Invigilator/Centre Superintendent or any other member of the supervisory staff; ix. appearing in the examination without being in possession of the Admission Card unless permitted by the Centre Superintendent; x. refusing to be searched by the Invigilator/Centre Superintendent/any other member of the Supervisory Staff/any member of the Flying Squad, or obstructing or hindering such search in the Examination Hall, Verandah, Urinal, etc.
- (iv) Punishment: A candidate found guilty of unfair means or disorderly conduct at or in connection with an examination shall, at the discretion of the UM committee, be punished, in addition to the punishment that may have been already awarded by the Principal/Director/Centre Superintendent, with one or more of the following:
- (a) cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or (b) cancellation of the examination of the semester examination for which he was a candidate; and/or (c) cancellation of the examination of one year for which he was a

candidate; and/or (d) debarring the candidate from securing admission to a class and appearing at any future examinations of the University for a stated period; and/or (e) any other punishment deemed suitable by the committee.

(v) Norms of Punishment:

The following norms for award of punishment are laid down:

- If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his eligibility to appear at the examination, he shall be disqualified from appearing at any examination for a period of one semester to four years including the present examination.
- Where a candidate is found having in his possession or within his reach any material relevant to the syllabus of the examination paper concerned but has not copied from or used it:

- i. If the behaviour of the candidate on being caught is satisfactory: Present semester examination shall be cancelled. If the material found in possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she will be treated as having obtained 'Zero' mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole examination by cancelling the present examination as a whole.

ii.

ii. If the behaviour of the candidate on being caught is unsatisfactory: Present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination. Note: If a candidate uses resistance or violence against the invigilator or any other person on examination duty, the punishment may be enhanced according to the gravity of the offence.

(c) Where a candidate is found to have copied from or used the material caught:

i. If the behaviour of the candidate on being caught is satisfactory: Present semester examination shall be cancelled and he shall be further debarred for one subsequent semester examination depending upon the significance and extent of use of the recovered material.

ii. If the behaviour of the candidate on being caught is unsatisfactory: Two semester examinations (current plus next) of the candidate shall be cancelled and he shall be further debarred from appearing in examinations of the next two subsequent semesters.

Notes: If the candidate uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent(s), the above punishment may be enhanced according to the gravity of the offence.

(d) If a candidate is found talking to another candidate or to any unauthorised person inside or outside the examination hall during the examination hours without the permission of a member of

the supervisory staff, his examination in that particular paper may be cancelled.

(e) If a candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandah, urinal, etc., his examination in that particular paper or his whole semester examination, depending on the gravity of the offence, shall be cancelled.

(f) If a candidate leaves the examination hall:

i. Before the expiry of half an hour after the commencement of the examination, and/or ii. Without obtaining the permission of the invigilator; and/or iii. Without handing over the answer book to the invigilator; and/or iv. Without signing the attendance sheet;

his examination in the paper concerned may be cancelled.

(g) If a candidate during the course of a practical examination presents to the examiner practical or classwork, or a notebook, which does not belong to him, that particular examination shall be cancelled.

(h) If a candidate:

i. Leaves the examination hall without handing over his answer book to the invigilator concerned and takes it away with him, or ii. Tears it off, or otherwise disposes of his answer-book or any part thereof inside or outside the examination hall, or iii. Incites/compels any other candidate to leave the examination hall, or attempts to disturb or disrupt the conduct of the examination or indulges in any kind of activity in the campus of the Examination Centre which is violative of the sanctity or purpose of the examination,

he shall be disqualified from appearing or passing in any University examination for two to six semesters, including the present semester examination, depending upon the nature and gravity of the offence.

(i) If a candidate, on being caught by an invigilator, a member of the flying squad or any other authorised member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing/throwing it away or by any other means, he shall be disqualified from appearing/passing in any University examination for a period of up to four semesters, including the present semester.

(j) If a candidate is found guilty of:

i. Smuggling an answer-book in whole or in part inside the examination hall, or ii. Taking out or arranging to send outside the examination hall an answer-book or question paper, in whole or in part, or iii. Replacing his answer book or getting it replaced in whole or in part during or after the examination, or iv. Impersonating a candidate or being impersonated by any person,

he shall be disqualified from appearing/passing in any University examination for a period of four to six semesters, including the present semester examination.

Note: A person other than the candidate assisting him in the above shall be liable to such action as may be decided by the Director/Principal of the College.

(k) If a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him) or if he occupies a seat other than that allowed to him without permission of the proper authority, the examination of that particular paper may be cancelled.

(l) If a candidate deliberately discloses his identity or writes any other candidate's Roll Number, mobile number, etc., on his answer book, he shall be disqualified from appearing/passing any University examination for that particular paper to a period of two semesters, depending upon the nature and gravity of the offence.

(m) When a candidate is found guilty of misconduct/misbehaviour and/or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him from appearing/passing in any University examination for a period of up to six semesters, including the present semester examination, depending upon the nature and gravity of the offence.

(n) If a candidate carries into the examination Hall/Centre any weapon or a mobile phone and does not hand over the same to the invigilator or any other authorised member of the supervisory staff, he shall be disqualified from appearing/passing in any University examination up to four semesters, including the present one, depending upon the nature and gravity of the offence.

(o) Where a paper or any other material connected with the examination or use of any other unfair means is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/passing in any University examination up to six semesters, including the present one, depending upon the nature and gravity of the offence.

(p) If a candidate deliberately attempts to bribe/lure the examiner by putting/offering cash or kind inside, he shall be disqualified from appearing/passing any University examination for a period up to six semesters, depending upon the nature and gravity of the offence.

(q) Cases of use of unfair means or of disorderly conduct not covered under the above categories shall be decided by the Examination Committee.

(r) When a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent or indulging in misconduct or misbehaviour in the examination hall, the Centre Superintendent may turn him out of the Centre, cancel his day's examination, and further disqualify him from appearing in subsequent papers.

(s) When a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him) or of deliberately changing his seat with another candidate or writing other candidate's Roll Number on his answer-book or of misconduct, indiscipline or misbehaviour including causing any kind of disturbance for other examinees in the examination hall or for indulging in any activity in the campus of the examination centre which is violative of the sanctity and purpose of the examination, the Centre Superintendent may turn him

out of the Centre, cancel his day's examination and also further disqualify him from appearing at the examination in subsequent papers; provided further that in all such cases, the report of each case shall be sent to the University for approval. The Board may, however, according to the gravity of the offence, further enhance the punishment.

Explanation of punishment described in above para's according to semester scheme:

(a) If the examination in a particular paper/subject (theory/practical) is cancelled: The marks secured by the candidates in mid-term/practical and sessional will be carried forward for the next examination; however, marks in the term end (theory) examination of the paper/subject will be treated as ZERO. (b) If the present semester examination is cancelled: All the theory papers (i.e., end term examination along with lower and higher back papers) if appeared shall be cancelled. However, the marks obtained in mid-term, practical and sessionals shall be carried forward. The student shall reappear in the theory papers as back paper examinee. (c) If the examinations of two semesters (one year) are cancelled: Odd Semester: Theory Term End, Mid Term, Sessional & Practical Examination of the current semester including all the upper as well lower examinations (if appeared) held during the current semester will be treated as cancelled. Such candidate will not be permitted to attend the following even semester classes and any other examination to be held in the next semester and he will be eligible to re-register in the odd semester (being treated cancelled) as a regular student in the next academic session. Even Semester: Theory Term End, Mid Term, Sessional & Practical Examination of the current semester including all the upper as well lower examinations (if appeared) held during the current semester (even semester) be treated as cancelled. The odd semester examination of the next academic session, if candidate appeared shall also stand cancelled including term end/mid-term/sessional/practical and back paper exams. The candidate will have to register in the even semester of the next academic year as a regular student. The candidate need not attend/register in the odd semester (in which already appeared) in the next academic session as a regular student. However, the candidate is free to register himself as a regular student if he so desires. (d) If the candidate is further debarred for two or more semester examinations, the candidate will be eligible to appear in the examination after expiry of duration of academic year(s) for which candidate has been debarred.

(vi) Procedure for dealing with the cases of unfair means and disorderly conduct: The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair means or showing disorderly conduct in connection with the examinations:

(a) Where a candidate is suspected of using unfair means as defined above, the Invigilator or the Centre Superintendent or any other member of the supervisory staff including the flying squad shall

search the candidate and/or his belongings. Where any written or printed material is found in his possession in consequence of the search, the case shall be referred to the unfair means committee for the purpose indicating the nature of unfair means used by the candidate. (b) As soon as a candidate is suspected, found or reported to have resorted to unfair means and the Invigilator/Superintendent or any member of the Flying Squad feels satisfied that unfair means have been used, his answer-book shall be seized along with the material recovered and a fresh answer book given to him to answer the questions of the question paper. The answer-books shall be marked as U.M. I and II respectively.

(c) The invigilator/member of the Flying Squad concerned shall generally give his report in writing in the form prescribed by the University. This report shall be brought to the notice of the candidate who shall normally be required to give his statement in the above form and sign the material caught. This form duly completed along with the material recovered duly signed by the candidate, the invigilator-member of the Flying Squad and the Centre Superintendent (as far as possible) will be sent by the Centre Superintendent to the CoE of the University for consideration.

(d) If a candidate refuses to give his statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his statement or if the candidate is found guilty of showing disorderly conduct, his case will be reported by the Centre Superintendent to the University in the prescribed form of the Examination Manual. An intimation notice to this effect, will be sent to the candidate under registered cover calling upon him to show cause why action should not be taken against him for using unfair means or showing misconduct and asking him to submit/furnish his explanation/reply, if any, directly to the CoE of the University by registered post within fourteen days from the date of dispatch of the intimation notice. If the intimation notice due to any reason has not been sent by the CoE, it shall be sent to the candidate positively by the University before finally disposing of the case.

(e) Where the Centre Superintendent refers a case of use of unfair means or disorderly conduct to the CoE, he shall record such evidence as is available in support of the allegations made by the Invigilator/member of the Flying Squad or any member of the supervisory staff and after giving his own remarks, he shall send all the relevant material to the unfair means committee for further action.

(f) The unfair means committee will consult the Head Examiner/Examiner or any other expert appointed by the University, wherever necessary, and get his report on the prescribed form regarding the use of unfair means.

(g) All cases of suspected use of unfair means or of disorderly conduct reported by the Centre Superintendent or by any other person concerned with the examination including the examiner shall be considered and decided by the Vice-Chancellor. The Vice-Chancellor may, however, appoint unfair means committee(s) to examine the cases on his behalf and give the recommendations for consideration and his approval.

(h)

(i) The cases of suspected use of unfair means or of disorderly conduct will be considered and decided by the committee in the candidate's absence on the basis of the reports of the Invigilator/Centre Superintendent and the statement, if any, made by the candidate in the prescribed form of the Examination manual and/or the reply statement, if any, received from the candidate in reply to the notice issued to him by the CoE. No further representation or protest from the candidate will be entertained afterwards.

(ii) In case a candidate desires to be given a personal hearing and/or if the unfair means Committee thinks it necessary, it shall fix a date and time and notify to the candidate by registered post to appear before the Committee for personal hearing. Sending such a notice by registered post to the candidate at the address given by him in his examination application form. No adjournment of the meeting will ordinarily be granted to the candidate.

If considered necessary, the Committee may ask the Invigilator/Superintendent or any other member of the Supervisory Staff to be present in the meeting at the time of holding the enquiry.

On the date fixed for hearing, which will ordinarily be not less than 14 days from the date of dispatch of the notice, the Committee shall meet at the notified place on the date and time specified in the said notice for giving a personal hearing to the person(s) concerned.

The statement/reply of the candidate will be recorded by the Committee, which may also seek and record clarifications or further explanations, if necessary, from the Invigilator/Centre Superintendent/any other member of the supervisory staff who may be present at the time of the enquiry.

(i) In no case shall the candidate be allowed to be represented by a lawyer or any other person. Also, no adjournment of the hearing will be granted to the candidate unless deemed necessary by the Committee. Further, it will not be obligatory for the University to furnish a copy of the incriminating material or any other material recovered from the possession of the candidate. However, the candidate will be shown the incriminating material at the time of hearing if he so desires.

(j) On the basis of the report(s)/statement(s) of Invigilator(s)/Member(s) of the Flying Squad or the supervisory staff, the statement, if any, of the candidate, the remarks of the Centre Superintendent, and also the statements recorded at the time of the personal hearing, the Committee will record its recommendations regarding the punishment to be awarded to the candidate. If the candidate is absent, the Committee may consider and decide the case in his absence.

(k) If, during the course of the enquiry, the Unfair Means Committee, while examining a particular case(s), comes to the conclusion that the candidate(s) resorted to copying from the answer book(s) of any other candidate(s), or where the Committee is of the opinion that such copying could not have been done without the connivance/negligence of the Invigilator(s) or any other member(s) of

the Supervisory Staff, the Committee may recommend such disciplinary action as it deems fit against the invigilator(s) or the members of the Supervisory Staff after giving him/them an opportunity for a personal hearing.

(l) The Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action is desired to be taken against an examiner or any member of the supervisory staff or any other person involved in a case of unfair means and disorderly conduct.

(m) The said report and recommendations of the Committee shall be placed before the Vice-Chancellor, who shall be the final authority to take such action as he may think necessary in each case.

Notes:

(a) If a candidate appearing in uncovered/uncleared subject(s)/paper(s) of a lower examination along with the higher examination is found guilty of using unfair means in a paper of the lower or the higher examination, his uncovered papers at the lower examination as well as the complete higher examination shall be cancelled, and if required under this regulation, he will be further debarred from appearing at the subsequent examination in the same.

(b) A candidate may approach a court of justice for redress, if any, within 90 days from the date of dispatch of the decision of the University to the candidate.

(c) The records of the cases of unfair means/disorderly conduct may be destroyed after the expiry of six months from the date of dispatch of the decision of the University to the candidate.

(d) The period for which a candidate is debarred will not be counted towards the maximum period laid down in any regulation within which a candidate must pass a particular examination, failing which his examination would stand cancelled, or he would lose status to appear as an ex-student, or minimum pass marks shall be taken into account for working out his result.

R-15 Amanuensis

(i) An amanuensis may be allowed by the Centre Superintendent on the request by a visually handicapped candidate and also a candidate suffering from any of the following physical handicaps:

(a) Whose dominant hand is in a plaster cast due to fracture or injury.

(b) Who is suffering from Rheumatoid Arthritis and other painful conditions of the dominant hand.

(c) Who is suffering from nerve injuries under paralytic conditions of the dominant hand.

(d) Who is suffering from any condition interfering with the writing performance of the dominant hand.

(ii) The amanuensis will be provided subject to the following conditions:

(a) The Centre Superintendent is satisfied that the request is genuine.

(b) The amanuensis is a student of the standard specified below and selected by the Centre Superintendent:

- For Post-graduate Examination: Degree standard.
- For the final year of Undergraduate Examinations: First Year standard.
- For First & Second Year Examination: Senior Higher Secondary standard.

(c) The candidate's request for grant of an amanuensis is accompanied by a medical certificate from an Orthopedic Surgeon/Junior Specialist in Orthopedic Surgery/Senior Specialist in Orthopedic Surgery, duly countersigned by the Senior Medical Officer of the concerned hospital.

(d) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.

(iii) Half an hour of extra time may be given to a Physically Handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre Superintendent.

(iv)

(a) The Centre Superintendent will report each such case to the University with full details about both the candidates, i.e., the examinee and the amanuensis writing for him, on the prescribed form.

(b) The words 'Answers written by the Amanuensis' shall be written in red ink by the Centre Superintendent on the top (left side) of the title cover of the Answer-book.

(v) An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection:

(a) The candidate who meets with an accident during the days of examination and requests for an amanuensis should normally meet the Centre Superintendent at least 24 hours before the commencement of the examination, together with the following declarations:

(b) The amanuensis should be a student of the standard as specified in para (2) above.

(c) The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.

(d) The same amanuensis should continue for all the examination days.

(e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.

(f) The Centre Superintendent should report each such case to the University with full details about both the candidates (original candidate and the amanuensis).

N.B.: The words "**Answers written by the Amanuensis**" should be written in red ink by the Centre Superintendent on the title cover of the answer books.

DECLARATION BY CANDIDATE:

I, _____, son of Shri _____, resident of (write full postal address) _____, telephone/cellphone no. _____, do hereby affirm as under:

1. That I am taking the paper of my _____ examination, 20____.
2. That I have suffered an injury _____.
3. That I was treated by Dr. _____ of (write the name of the hospital) _____ and that the medical certificate furnished by me is a genuine one.
4. That the amanuensis, Shri _____, son of _____, resident of _____, is a student of _____, class of _____ (college/school).

I understand that the permission granted by the Centre Superintendent for amanuensis is purely provisional. If any of my statements are found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in the matter by the University.

Date: _____

Signature of the Candidate

DECLARATION BY AMANUENSIS:

I, _____, son of Shri _____, resident of _____, hereby affirm as under:

1. That I am a student of _____ of _____ college.
2. That I have been asked to act as an amanuensis for _____, son of _____, resident of _____, who is not in a position to write in the examination himself.
3. Shri _____ is not related to me.

I understand that if any of the statements made above are found to be incorrect, I am liable to legal action which may be taken by the University in this matter.

Signature of Amanuensis with Postal Address and Telephone No.

R-16 Grace Marks

Undergraduate/Postgraduate (Main/Back Examinations)

Grace marks to the extent of 1% of the aggregate marks prescribed for an examination will be awarded to a candidate failing in not more than 25% of the total number of theory papers, practicals, sessionals, dissertation, viva-voce, and the aggregate, as the case may be, in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such grace marks. For the purpose of determining the number of 25% of the papers, only such theory papers, practicals, dissertation, viva-voce, etc., would be considered, of which the examination is conducted by the University.

N.B.: If 1% of the aggregate marks or 25% of the papers works out in fraction, the same will be raised to the next whole number. For example, if the aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate. Similarly, if 25% of the total papers is 3.2, the same will be raised to 4 papers which grace marks can be given.

General:

- a. A candidate who passes in a paper/practical or the aggregate by the award of grace marks will be

deemed to have obtained the necessary minimum for a pass in that paper/practical or in the aggregate and shown in the marks sheet to have passed by grace. Grace marks will not be added to the marks obtained by a candidate from the examiners nor will the marks obtained by the candidate be subject to any deduction due to the award of grace marks in any other paper/practical or aggregate.

b. If a candidate passes the examination but misses First or Second Division by one mark, his aggregate will be raised by one mark so as to entitle him to the First or Second Division, as the case may be. This one mark will be added to the paper in which he gets the least marks and also in the aggregate by showing +1 in the tabulation register below the marks actually obtained by the candidate. The marks entered in the marks sheet will be inclusive of one grace mark and it will not be shown separately.

c. Non-appearance of a candidate in any paper will make him ineligible for grace marks. The place of a passed candidate in the examination list will, however, be determined by the aggregate marks he secures from the examiners, and he will not, by the award of grace marks, become entitled to a higher division.

d. Distinction won in any subject at the examination is not to be forfeited on the score that a candidate has secured grace to pass the examination.

Note: The grace marks will be awarded only if the candidate appears in all the papers prescribed for the examination.

R-17 Supply of Statement of Marks

The statement of marks will be supplied after the publication of the result of an examination.

R-18 Revaluation

(i) A candidate who wishes to apply for revaluation of his answer book(s) must submit his application in the prescribed form together with the requisite fee to the Principal of the college, where the candidate is studying, before the expiry of 15 days excluding the date of the declaration of his examination result. Applications not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application forms will be rejected.

(ii) A candidate shall be required to pay a fee per paper (not subject) as notified by the University from time to time for revaluation of each answer book, which will not be refunded, except when the candidate is allowed to withdraw his application.

(iii) Revaluation of answer books shall be permissible in not more than 25% of the theory papers in which the candidate actually appeared at an examination. Where the number of papers in which a candidate appeared at an examination happens to be an odd number, revaluation will be permitted up to the whole number, i.e., if an examination consists of 5 papers, a candidate can apply for revaluation of answer books up to 2 papers.

(iv) Notwithstanding the aforesaid provisions, revaluation of answer books shall not be permitted in respect of (i) the scripts of practical examination/sessional/periodical tests, dissertation, thesis,

and viva-voce, and (ii) part examination-back papers and boycotted papers.

N.B.: (i) 'Part Examination' means an examination at which a candidate appears in those subject(s)/paper(s) only which he has yet to clear. (ii) 'Boycotted Papers' means the papers in which a candidate having boycotted the examination earlier is allowed another chance to appear.

(v) In case a candidate does not submit his/her original marks sheet along with the application form for revaluation, his/her application shall stand rejected.

(vi) The Principals of the colleges are required to send all the applications positively on the next day of the last date so as to reach the Controller of Examination within 15 days excluding the date of declaration of the result of the examination.

(vii) Forms must not be sent directly to the University in any case.

(viii) The required fee should be remitted to the University through the Principal of the college where the candidate is studying. Separate Demand Draft must be submitted by each student.

(ix) The process of revaluation includes scrutiny of answer books and therefore, it will not be necessary for a candidate requesting revaluation to apply for scrutiny of the same paper separately.

(x) If the award of the re-evaluator is more than the award of the Main Examiner subject to a limit of 20% of the maximum marks prescribed for the paper, the award of the re-evaluator shall be taken as the marks obtained in revaluation.

In case the award of the re-evaluator exceeds the above limit of 20% of the maximum marks prescribed for the paper, the average of the marks awarded by the main examiner and the re-evaluator will be taken as the marks obtained with at least 20% of maximum marks as minimum, and 50% of the marks in excess of 20% be also added to the final award of the marks.

If on account of revaluation, the marks of the candidate decrease, then the average of the marks awarded by the Main Examiner and the re-evaluator shall be taken as marks obtained subject to the condition that: Such decrease up to 10% of the maximum marks will be considered as the final award of the marks, and his/her result/division is not adversely affected.

(xi) The answer-book(s) shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.

(xii) A candidate who is declared eligible for taking examination of back paper(s) as a result of revaluation shall be permitted to appear at the next main examination related to his/her back papers or if the same is already over, at the time of next main examination related to his/her back papers. Such a candidate will also be eligible to appear at the next higher examination as an ex-candidate, if such facility exists for the examination concerned.

(xiii) A candidate who becomes eligible to seek admission to the next higher semester consequent upon the improvement of his/her result of revaluation in the middle of a session shall be considered eligible for admission to that semester within 21 days positively from the date of communication of the revaluation result. In such cases, the attendance shall be counted from the date of admission.

(xiv) (a) A candidate desirous to apply for re-valuation may treat his result as “No Change” for purposes of submission of application forms for appearing at the ensuing examination within due date. (b) A candidate whose result of the revaluation has not yet been declared and he appears at the ensuing examination shall have an option in respect of considering either the result of re-valuation or of the marks obtained at the back papers examination. Such a candidate shall be required to opt all the papers as a whole either of re-valuation or of all back papers and not in parts separately. The application of option to this effect shall be made in the prescribed form of the Examination Manual of the University.

(xv) Candidates should presume their result as unchanged for all purposes until declaration of the result of re-valuation of their scripts.

(xvi) All court cases shall be subject to the jurisdiction of the University headquarters at Kota and not at any other place.

(xvii) The rate of remuneration for revaluating the answer-books of various U.G. and P.G. examinations shall be double the rate of remuneration prescribed for evaluation of the answer books for such examination in the subject/paper concerned. Minimum charges for revaluation of answer books shall be as notified by the University from time to time.

(xviii) Postal expenses incurred by the examiner shall be reimbursed in full.

R-19 Provisional Certificate

A candidate who has been declared successful at a university examination after the declaration of his/her result, before the degree or diploma is delivered to him at the next convocation or otherwise, may apply to the Controller of Examinations for provisional certificate for passing that examination. The application should come through the officer who forwarded the application of the candidate for appearing at the examination. A fee as notified by the University from time to time shall be remitted to the University office for the issue of the provisional certificate.

R-20 Back Paper Examination

(i) A student who fails in any theory paper of semester examination shall be eligible to appear in the back papers at the next ensuing examination(s) of the same semester. He shall have to clear all the papers, including back papers, of all the semesters in a time period equivalent to double the course duration (from the year of enrollment) without ceiling of number of attempts or as per check point scheme as notified by the university from time to time.

(ii) A candidate whose result of revaluation has not been declared and he appears at the next ensuing examination shall have an option in respect of considering either the result of revaluation or of the marks obtained at the back papers examination. The application of option shall be made in the prescribed form of the Examination Manual of the University.

R-21 Migration Certificate

A migration certificate shall, on application, be issued on payment of a fee, as notified by the University from time to time, by the Controller of Examinations in cases where it is required for

migration to other Universities. A duplicate copy of a migration certificate shall be granted on payment of prescribed fee.

R-22 Dropout Students

(i) Dropout students (on medical ground), if appeared in previous semester examination, shall be permitted to take admission in next semester on production of medical certificate issued by a competent government authority. (ii) Dropout students due to any other reason without intimation to college/university, if appeared in previous semester examination, shall have to apply for admission to university. Such cases shall be decided by the university on a case-to-case basis depending upon the genuineness of the case. (iii) If a candidate due to some or other reasons fails to appear in the University examinations of any semester/academic year, he shall be eligible to take admission in the next academic year. However, he has to complete the course as per the limit of course duration as per university norms.

R-23 Bar to Appearance at Examination

(i) Notwithstanding anything contained in these Regulations, no member of the Board or of a Board of Studies shall be admitted to an examination of the University, except with the special permission of the Vice-Chancellor; provided that this will not apply to a research degree. (ii) Notwithstanding anything contained in these Regulations, a candidate shall in no case be permitted to appear at two main examinations of the University simultaneously in the same year. (iii) In an examination which is held full-time for collegiate and part-time candidates, no candidate shall be permitted to appear at both the examinations in one and the same year. If a candidate appears or attempts to appear at both the examinations, he shall render himself liable to cancellation of his appearance at both the examinations and forfeiture of the marks-sheet and degree/diploma certificate etc., as the case may be.

R-24 Improvement

R-24.1 M.Tech. Course

(i) A candidate who fails in Term End Theory Examination, he/she shall reappear in the Back Examination. A candidate who fails in course work, he/she shall improve the course work. However, marks secured in Term End Theory Examination shall be carried forward.

(ii) A candidate who has obtained his Master's Degree of the University and desires to improve his performance may be permitted to reappear in the same subject and in the same papers once again by taking all the papers of the examinations (taken together) in the same year according to the syllabus in force on the following conditions: (a) He shall not re-join a college for the purpose. (b) He shall re-appear in the practical/viva-voce also, wherever prescribed. (c) A candidate who had offered a dissertation (where prescribed) will be required to submit a fresh dissertation on a new subject. (d) His result shall be released only if he obtains more marks in the aggregate than those obtained by him in his previous attempt and thus improves his performance. In case the

performance of the candidate does not improve, his earlier performance shall stand. (e) He shall not be included in the merit list. (f) Only one chance shall be given to a candidate for improvement of his performance under this Regulation.

(iii) A candidate who desires to re-appear at the examination under the above provisions must submit his application along with the examination fee for all the semesters of the examination and other requisite fees by the last date fixed for the purpose, duly forwarded/countersigned by the same officer who had forwarded it at his last appearance at the examination.

(iv) A candidate who improves his performance shall submit to the University his original mark sheets of all semester examinations and also the degree (in case of improvement of division) within three months from the date of declaration of his result for issuing a fresh mark sheet and a fresh degree. If the degree is already in the custody of the University, he shall intimate this fact to the University.

Note: Once a candidate clears the midterms/practical & sessional, he/she shall not be permitted for midterm/sessional improvement.

R-24.2 MBA Course

(i) If a candidate fails in an internal exam, he/she shall appear in the internal back exam. Marks secured in term-end theory of that subject shall be carried forward.

(ii) A candidate shall be eligible to appear in the next higher semester exam irrespective of the number of papers cleared in the previous semester. However, the candidate will have to clear the remaining uncleared papers by appearing in back examinations of the respective semester (Maximum duration 4 years) to pass any theory exam.

(iii) If a candidate fails to secure 50% semester aggregate marks but has cleared all the papers, he/she may be eligible to improve a maximum of two theory papers (excluding internal exams) in which marks obtained are less than 50%. However, in the semester aggregate, only 50% marks shall be considered irrespective of the marks secured after improvement.

Note: Once a candidate clears the midterms/practical & sessional, he/she shall not be permitted for midterm/sessional improvement.

R-24.5 B.Tech. Course

Term Test - The student is allowed to improve the term tests if he/she is appearing in the University Examination of that theory paper again and if failing earlier. If a student has registered for improvement of term test marks, then the marks secured by him/her in that theory paper in previous term tests shall stand automatically canceled. The marks of the latest examinations/tests shall only be considered for working out the result, and if such a candidate has absented himself/herself from the tests, then he/she shall be treated as absent.

Sessional Improvement - If the student is failing in any practical and sessional subject, he/she can

make improvement in the sessional component if the earlier marks in the sessional component are less than 40%. The candidate will be required to register in both practical and sessional components of the subject, and his/her earlier marks will automatically stand canceled. The marks of the latest examinations/tests shall be considered for working out the result. If such a candidate has absented himself/herself from any or both components, then he/she shall be treated as absent. Note: Students shall be permitted to appear only once in midterm/practical & sessional improvement in subsequent years, and thereafter there will be no change in his midterm/practical & sessional marks.

R-25 Contingency arising from loss of answer books

(i) In a contingency arising from the loss or misplacement of one or more written answer books beyond reasonable hope of retrieval, or from damage, destruction, or mutilation of one or more answer books making evaluation or checking thereof in whole or in part impossible, the Vice-Chancellor may permit every candidate either to re-appear in the paper concerned at a special examination to be arranged or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned.

Note: For working out average marks, the marks obtained by the candidate in external assessment only will be taken into account. To be more specific, in no case shall the marks of internal assessment, the assessment of which is done by the Department/Institution concerned, be taken into account.

(ii) In a contingency arising similarly from the loss, misplacement, damage, destruction, or mutilation of award lists of a viva-voce or a practical examination before tabulation of results, the Vice-Chancellor may order a fresh viva-voce/practical examination.

(iii) Where scrutiny of marks and/or re-valuation of answer books is not possible due to loss, misplacement, damage, or mutilation of answer book(s), the candidate shall be permitted, if he so desires, to re-appear in the paper concerned as soon as possible (special arrangements shall be made for the purpose, if necessary) or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned. In that case, the marks obtained by the candidate in the aforesaid examination shall be taken as the marks obtained by him as a result of scrutiny/re-valuation.

(iv) No candidate shall be entitled to claim any damages from the University in such cases.

R-26 Correction of error noticed after declaration of result

(i) If an error is noticed after the declaration of the result or issue of mark sheet or certificate (including provisional certificate) or degree or diploma, and as a result of necessary correction, the candidate is put in an advantageous position, the Vice-Chancellor or an Officer authorized by him for the purpose shall have the power to allow necessary correction in the result/mark sheet/certificate/degree/diploma, as the case may be.

(ii) If an error is noticed after the declaration of the result/issue of mark

sheet/certificate/degree/diploma, as the case may be, and rectification of the error involves a change in the marks.

R-27 Bar to Claim Damages for Delay

No candidate shall be entitled to claim any damages whatsoever from the University on account of late declaration of the result or on account of delay in the issuance of marks-sheet/certificate/degree/diploma or on account of delay in the declaration of result on the basis of scrutiny of marks or re-valuation of answer-books or other like cases.

R-28 Production of Answer Books

(i) The answer-books of the University examination shall not be subject to production before any Court (Civil or Criminal) or before the candidate or anybody else on his behalf or before any internal or external authority.

(ii) In compliance with the Hon'ble Supreme Court decision, answer-books shall be made available for inspection to the students only as per the notification of the university on deposition of a non-refundable requisite fee.

R-29 Disposal of Marked Answer Books

All the marked answer books for the various examinations of the University will be destroyed after the declaration of the result of the revaluation of the examination concerned.

R-30 On-Line Process of Pre & Post Examinations

In addition to the offline process explained earlier, the University may opt for an online process for pre- and post-examination activities viz. submission of enrollment forms, examination forms, deposition of fees, generation of admission cards, center copies, attendance sheets, submission of revaluation forms, marks of Mid-Term, Practical Marks, Sessional Marks, Theory marks, and other examination-related activities.

R-31 Appeal

Any person aggrieved by an order or decision of the Vice-Chancellor/Registrar/CoE/Director/Head of the Department or any other Officer of the University shall be entitled to file an appeal from the said order within two months from the date of receipt of the same before the following:

- (i) Appeal to the Vice-Chancellor from the order of the Registrar/CoE/Director/Head of the Department or any other Officer.
- (ii) Where the Vice-Chancellor is the punishing authority, the appeal shall lie with the Board.
- (iii) No appeal shall lie from the order or decision of the Board.

R-32 Marksheet Rules

1. For Management:

- (i) The minimum marks for passing the examination for each semester shall be 40% in each paper

and 50% in aggregate.

(ii) The span period of the program is four years from the date of registration in the program.

(iii) Application for re-evaluation of answer books in the prescribed form should reach the office of The Controller of Examinations within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(iv) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.

(v) The degree shall be awarded to successful students on the basis of composite performance in all the semesters:

a) Securing 60% and above -- First Division

b) All others -- Second Division

(vi) Answer books of compartment examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc. are not subject to re-evaluation in any case.

(vii) The university is fully empowered to correct any mistake in the marks sheet, noticed by itself in due course of time or brought to the notice of the controller of examinations in writing.

(viii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University, Udaipur.

2. For Commerce:

(i) Minimum pass marks in each paper is 40% of the maximum marks, both in the main examination as well as in sessional, separately. Below this, the candidate will be given a compartment.

(ii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examination within 15 days from the date of issue of the marks sheets to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(iii) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheets to the concerned Institute/College.

(iv) A candidate remaining absent in any examination due to sickness, at the advice of a qualified, registered medical practitioner, may be promoted to the next semester at the direction of Pacific Academy of Higher Education and Research University.

(v) Division will be awarded to a candidate in the last semester examination for that degree course on the basis of his/her grand total of marks obtained in all semesters taken together, as under:

- 40% or more but less than 48% -- Pass

- 48% or more but less than 60% -- Second
- 60% or more but less than 75% -- First
- 75% or more in first attempt -- Distinction

(vi) Answer books are not subject to any inspection and are restricted from being produced before any authority other than the President of PAHER University, Udaipur.

(vii) Answer books of boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.

(viii) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(ix) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

3. For Pharmacy:

M. Pharma:

(i) No candidate shall be declared as having passed the examination until he/she has secured 50% of the maximum marks in theory (including sessional marks) and practical (including sessional marks).

(ii) A candidate who has appeared in all subjects and passed the exam is eligible for promotion to the subsequent semester of M. Pharm. A candidate having failed in one or more subjects (each theory and practical shall be considered as a subject) shall appear for failing subjects at the next subsequent semester examination along with the papers of the pursuing semester. However, the candidate will be allowed a maximum of four attempts to clear any subject, including the main attempt. Failure to attend any examination shall count as one of the four attempts.

(iii) A candidate having due papers of M. Pharm I and II Semester will be allowed to continue his/her research work and submit the dissertation. However, the result of the dissertation will not be declared until he/she has cleared all papers of the I and II semester examinations.

(iv) A candidate who failed to pass the IV semester exam will be allowed a maximum of one more attempt with a fresh dissertation and reappear for viva-voce and presentation. In such cases, the candidate has to submit fresh examination fees.

(v) In the case of any candidate who fails in any subject, his/her sessional marks shall be continued as such in the subsequent examination. However, if his/her sessional marks are less than 50% of the maximum marks, then automatically his/her sessional marks in that subject shall be treated as 50% of the maximum marks in the subsequent examination.

(vi) The students will have to undergo professional practice work assignments and seminars in the first and second semesters. Performance in the seminar and professional practice will be evaluated by a departmental committee, and grades will be awarded as follows:

- **A** - 75% and above marks

- **B** - 65% to 75% marks
- **C** - 55% to 65% marks
- **D** - 50% to 55% marks

The duration of the seminar will be one hour.

(vii) Merit shall be conferred on those candidates who have passed the whole examination in the first attempt without any grace marks.

(viii) A candidate shall be allowed to undergo revaluation of his/her university examination copies for a maximum of two subjects per semester. In no case shall revaluation of sessional copies be allowed.

(ix) Answer books are not subject to any inspection and are restricted from being produced before any authority other than the President of PAHER University, Udaipur.

(x) Answer books of supplementary examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.

(xi) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(xii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

B. Pharma:

(i) No candidate shall be declared as having passed an examination unless he/she has secured 50% of the maximum marks separately in theory (including sessional) and practicals (including sessional).

(ii) Candidates who have appeared in all subjects and passed the exams are eligible for promotion to the subsequent part of B. Pharm/D. Pharm. A candidate failing in one or more subjects (each theory and practical examination shall be considered as a subject) shall appear in the supplementary exam of that class. However, failure in more than three subjects in the supplementary exam shall debar him/her from promotion to the next higher class. Such candidates shall be examined in failing subjects only at subsequent examinations. Further, such candidates will be permitted four (4) subsequent attempts, including attempts already availed, to clear the failing subjects (each theory and practical examination shall be considered as a subject), failing which they shall have to appear in all the subjects of that year as an ex-student. Failure to attend the subsequent examination will count as one of the four attempts.

(iii) A candidate who fails in not more than three subjects in the supplementary examination can proceed to the next higher class/examination, the result of which shall not be declared until he/she has passed in the failing subjects of the previous class.

(iv) No candidate shall be promoted to B. Pharm. Pt. III and B. Pharm. Pt. IV if he/she fails to clear

all subjects of B. Pharm. Pt. I and B. Pharm. Pt. II, respectively.

(v) In the case of candidates who fail in any subject, his/her sessional marks shall be considered as such in the supplementary examination. However, if his/her sessional marks are less than 50% of the maximum marks, then automatically his/her sessional marks in that subject will be treated as 50% of the maximum marks in the second attempt and onwards.

(vi) Class shall be awarded on the basis of the aggregate of all four university examinations regardless of the number of attempts, as shown below:

- **First Class** - 60% and above
- **Second Class** - More than 50% and less than 60%

(vii) Answer books are not subject to any inspection and are restricted from being produced before any authority other than the President of PAHER University, Udaipur.

(viii) Answer books of supplementary examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.

(ix) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(x) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

Bachelor of Education:

(i) A candidate is required to obtain at least 30% marks in each paper and 36% in the total aggregate in theory and 40% marks in External Examination and Internal Assessment of Practice Teaching separately.

(ii) Paper on Computer Literacy and Educational Application is compulsory to qualify for all students.

(iii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examinations within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(iv) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.

(v) Division will be awarded to a candidate as under:

Theory

- I Division – 60% or above
- II Division – 48% or more but less than 60%

- III Division – 36% or more but less than 48%

Practice

- I Division – 60% or above
- II Division – 48% or more but less than 60%
- III Division – 40% or more but less than 48%

(vi) Answer books of supplementary examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.

(vii) The University is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(viii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University, Udaipur.

Bachelor of Science:

(i) Minimum pass marks in theory papers in main examinations: 30%, in sessionals: 40%, and aggregate: 40% of the total marks. In practical papers: main examination: 40%, in sessionals: 40%, and aggregate: 40% of the total marks.

(ii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examinations within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(iii) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.

(iv) Division will be awarded to a candidate in the last year examination for that degree course on the basis of his/her grand total of marks obtained in all years taken together, as under:

- 40% or more but less than 48% -- Pass
- 48% or more but less than 60% -- Second Division
- 60% or more but less than 75% -- First Division
- 75% or more in first attempt -- Distinction

(v) Answer books of compartment examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, Viva-Voce, etc., are not subject to re-evaluation in any case.

(vi) The University is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examinations, in writing.

(vii) In case of any legal dispute, the jurisdiction shall be Udaipur, Rajasthan, the Headquarter of Pacific Academy of Higher Education & Research University, Udaipur.

Master of Science:

- (i) Minimum pass marks in each paper is 40% of the maximum marks, both in the main examination as well as in sessionals, separately, below which the candidate will be given supplementary.
- (ii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examinations within 15 days from the date of issue of the marks sheet to the Institute/College. Applications received after the due date will not be entertained in any case.
- (iii) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the Institute/College.
- (iv) Division will be awarded to a candidate in the last year examination for that Master's Degree course on the basis of his/her grand total of marks obtained in all years taken together, as under:
- 40% or more but less than 48% -- Third Division
 - 48% or more but less than 60% -- Second Division
 - 60% or more but less than 75% -- First Division
 - 75% or more in first attempt -- Distinction
- (v) Answer books are not subject to any inspection and are restricted from being produced before any authority other than the President of PAHER University, Udaipur.
- (vi) Answer books of boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.
- (vii) The University is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.
- (viii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.
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Dentistry: BDS:

- (i) For the declaration of pass in a subject, a candidate shall secure 50% marks in the University examination, both in Theory and Practical/Clinical examinations separately, as stipulated below:
- a. A candidate shall secure 50% marks in aggregate in University theory, including Viva Voce and Internal Assessment obtained in the University written examination combined together.
- b. In the University Practical/Clinical examination, a candidate shall secure 50% of University practical marks and Internal Assessment combined together.
- c. In case of pre-clinical Prosthetic Dentistry and pre-clinical Conservative Dentistry in II BDS, where there is no written examination, the minimum for passing is 50% of marks in Practical and Viva Voce combined together in the University examination, including Internal Assessment, i.e., 50/100 marks.
- d. Successful candidates who obtain 65% of the total marks or more shall be declared to have

passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for Distinction or Class.

(ii) Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission shall be discharged from the course.

(iii) Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appear for the subject and complete it successfully before he is permitted to appear for the next higher examination.

(iv) Application for re-evaluation of answer books in the prescribed form should reach the Office of the Controller of Examination within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(v) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.

(vi) Answer books of boycotted papers, scripts of practical examination, sessional, practical tests, dissertation & Viva-Voce, etc., are not subject to re-evaluation in any case.

(vii) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(viii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

MDS (Part-I):

(i) For the declaration of pass, a candidate shall secure 50% of the total marks allotted (50 out of 100 allotted for MDS Part-I Examination). A candidate securing less marks as described above shall be declared to have failed in the examination.

(ii) A candidate who is declared successful in the Part-I MDS Examination shall be eligible to appear for the Part-II MDS Examination in the respective specialty.

(iii) Answer books of boycotted papers, scripts of practical papers, practical tests, dissertation & Viva-Voce, etc., are not subject to re-evaluation in any case.

(iv) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(v) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

MDS (Part-II):

(i) For the declaration of pass, a candidate shall secure, in both the theory examination and in

practical/clinical (including Viva Voce) independently, an aggregate of 50% of the total marks allotted (150 marks out of 300 allotted for theory and 150 out of 200 for clinical + 100 for Viva Voce together). A candidate securing less marks as described above shall be declared to have failed in the examination.

(ii) A candidate who is declared successful in the MDS Examination shall be granted a Degree of Master of Dental Surgery in the respective specialty.

(iii) Answer books of boycotted papers, scripts of practical examination, sessionals, practical tests, dissertation & Viva-Voce, etc., are not subject to re-evaluation in any case.

(iv) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.

(v) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.

Engineering: B.Tech:

(i) Minimum pass marks in theory and practical exams in each paper in main examinations: 30%, in sessionals: 40%, and aggregate: 40% of the total marks.

(ii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examinations within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.

(iii) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.

(iv) A candidate remaining absent in any examination due to sickness, at the advice of a qualified, registered medical practitioner, may be promoted to the next semester at the discretion of PAHER University.

(v) Division will be awarded to a candidate in the last semester examination for that degree course on the basis of his/her Grand Total of marks obtained in all semesters taken together, as under:

- 40% or more but less than 48% -- Pass
- 48% or more but less than 60% -- Second Division
- 60% or more but less than 75% -- First Division
- 75% or more in first attempt -- Distinction

(vi) Answer books of supplementary examinations and boycotted papers, scripts of practical examinations, sessionals, practical tests, Viva-Voce, etc., are not subject to re-evaluation in any case.

(vii) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examinations, in writing.

(viii) In case of any legal dispute, the jurisdiction shall be Udaipur, Rajasthan, the Headquarter of

M.Tech:

- (i) Minimum passing marks in each paper is 40% of the maximum marks, both in the main examination as well as sessionals, separately, below which the candidate will be given Compartment.
 - (ii) Application for re-evaluation of answer books in the prescribed form should reach the office of the Controller of Examinations within 15 days from the date of issue of the marks sheet to the concerned Institute/College. Applications received after the due date will not be entertained in any case.
 - (iii) Besides the provisions for re-evaluation, a candidate may also apply for scrutiny of his/her examination result on the prescribed form within 10 days from the date of issue of the marks sheet to the concerned Institute/College.
 - (iv) Division will be awarded to a candidate in the last year examination for that degree course on the basis of his/her Grand Total of marks obtained in all years taken together, as under:
 - 40% or more but less than 48% -- Third Division
 - 48% or more but less than 60% -- Second Division
 - 60% or more but less than 75% -- First Division
 - 75% or more in first attempt -- Distinction
 - (v) Answer books are not subject to any inspection and are restricted from being produced before any authority other than the President of PAHER University, Udaipur.
 - (vi) Answer books of boycotted papers, scripts of practical examinations, sessionals, practical tests, dissertations & Viva-Voce, etc., are not subject to re-evaluation in any case.
 - (vii) The university is fully empowered to correct any mistake in the marks sheet, whether noticed by itself in due course of time or brought to the notice of the Controller of Examination, in writing.
 - (viii) In case of any legal dispute, the jurisdiction shall be Udaipur (Rajasthan), the Headquarter of Pacific Academy of Higher Education & Research University.
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General Rules for Examinations:

1. The University shall hold examinations for awarding Degrees, Diplomas, or Certificates in such branches of knowledge as the University may determine from time to time.
2. The date of the commencement of the examination, as well as the last date for submission of online examination forms and fee, as fixed by the authority, shall be notified by the Controller of Examinations to the University Teaching Departments/Institutes and the same shall be uploaded on the University website.
3. Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination

recognized by this University as equivalent thereto and possess such further qualifications, if any, as may be prescribed by the Ordinance.

4. Application for admission to an examination shall be submitted online, accompanied by the requisite fee by the Head/Principal/Director of the Department/College/Institute, so as to reach the University by the date fixed for the purpose, after verifying the following:

a) Character Certificate;

b) Certificate that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned;

c) Any other certificate(s) required under the Ordinances.

5. A candidate who has once submitted his/her online examination form for an examination along with the requisite fee shall not be permitted to withdraw the application form on his/her own accord and claim a refund of the examination fee.
6. A candidate's examination form and fee may be accepted after the last date with a late fee as prescribed, up to the date notified by the University. The examination form may also be accepted up to 30 days before the commencement of the Examination (subject to the discretion of the Controller of Examinations) with a late fee as prescribed by the University. The period of 30 days is to be counted from the date of commencement of the Examination given in the schedule of the examination. Postponement of the examination, if any, will have no impact upon it. In a very exceptional and hard case, the Vice-Chancellor, when he/she deems it appropriate, may allow, as a special case, to accept the examination form 7 days prior to the commencement of the examination with a late fee as fixed by the University from time to time.
7. A student is required to attend a minimum number of lectures in theory and practical to become eligible to appear in the examinations, as prescribed in the relevant Ordinance. However, the Director/Head/Principal of the Institute/Department/College may condone a shortage of attendance up to 20% of lectures in the course in all the examinations, subject to the fulfillment of conditions laid down in the relevant Ordinance.
8. The Academic Council shall have the power to exclude any candidate from the examination permanently or for a specified period, for reasons to be recorded, if it is satisfied that such a candidate is not fit to be admitted to the examination.
9. If a candidate for any University Examination owes any money to the University or his college on any account and fails to pay the money or has in his possession any book, apparatus, or other property belonging to the University or the College, or any kit, etc., supplied by the N.C.C./N.S.S., etc., and fails to return the same, the Controller of Examinations, on receipt of such a report from the Principal of the college or the Head of a

University Teaching Department, may withhold or authorize the withholding of the admission card of the candidate or, if the admission card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate.

10. When the candidature of a candidate is to be canceled before his appearance in the examination on grounds of his/her being ineligible, the Branch Officer (Results) concerned is authorized to pass orders.
11. The Controller of Examinations may withhold the permission granted to any candidate by some accidental mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/her before the Superintendent of the Examination Centre, or he/she may have appeared in one or more papers at the examination, and cancel the result.
12. Where a candidate for an examination in which the number of chances available is limited has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his/her examination form and fee, informs the Controller of Examination before the commencement of the University examination, his/her inability to appear in the examination and also furnishes a Medical Certificate from a Government Doctor or the Medical Officer of the University. The Vice-Chancellor may consider the request of a candidate for allowing an extra chance for clearing a compartment/re-appearance in lieu of any chance which he/she might have missed on account of participation in sports on behalf of the University, revision of results after re-evaluation, delay in the declaration of results due to registration, awards, decision of unfair means case, etc., due to no fault of the candidate. The additional chance shall be availed of immediately next to the last admissible chance. A candidate against whom there is a charge of unfair means and who, in the course of the inquiry, misses admissible chances of appearing in an examination, may be given by the Vice-Chancellor, additional chance(s) if he/she is exonerated of the charge.
13. A student can pursue two programs simultaneously through distance or a combination of distance and regular modes from the same or different University(ies)/Institution(s) in various combinations, viz.:
 - (a) One Degree and one Diploma/Postgraduate Diploma/Advanced PG Diploma Certificate
 - (b) One Postgraduate Diploma and one Diploma/Certificate
 - (c) One Diploma and one Certificate
 - (d) Two Postgraduate Diplomas
 - (e) Two Diplomas
 - (f) Two Certificates

Two Degree Programs cannot be allowed to be pursued simultaneously. However, the bar shall not

apply to a candidate appearing in an examination of the University for passing re-appear papers or for improvement of division/result or for an additional subject. The bar shall also not apply to a candidate who has completed the course of duration, and the examination of that course is not held in time due to unavoidable reason(s).

14. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have the power to admit a person provisionally to the next higher class pending his/her qualifying paper(s), which he/she may have missed through no fault of his own.

15. A candidate whose result of the examination taken by him/her is notified as 'later' may be allowed to join the next higher class provisionally. In case the candidate is ultimately declared as having failed, his/her provisional admission shall stand canceled, and he/she shall forthwith revert to the lower class. The fee paid by him/her for the higher class shall be adjusted against the lower-class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will be counted for the lower class.

16. Notwithstanding anything contained in any other Ordinance, the Academic Council, in the following cases, shall have the power to admit any candidate to any class of a college affiliated to this University for which he/she is considered fit on the recommendation of the Equivalence Committee:

- (a) A foreign national who is not of Indian domicile; or
- (b) A person who is not an Indian National; or
- (c) A person of Indian origin studying in a foreign country.

17. Notwithstanding anything contained in any other ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have the power to relax any requirement of the ordinance for any examination while considering their irregular admissions for regularization where the mistake is primarily on the part of the Institution or the University Office. Each and every case of such nature will be considered by the Academic Council on merit.

18. A prisoner serving a term of imprisonment may be allowed to appear in an examination if:

- (i) A certificate of good conduct is given by the Superintendent of the jail concerned; and
- (ii) He/she is eligible under the ordinances for the examination concerned.

19.

Provided that if such an examination is arranged in jail, the expenditure involved shall be paid to the University by the candidate(s) concerned or by the jail authorities, as the case may be.

20.

The Postgraduate students will have to submit the Dissertations/Project Work/Term

Paper/Training Report/Field Trip Report, etc. latest by 31st July to their respective Head/Director/Principal of the Department/Institute/College.

No further extension will be granted, and the result will be declared treating the candidate as absent, except that the Vice-Chancellor may allow further extension with further penalty as he/she may deem fit in a hard and deserving case to his/her satisfaction.

A candidate who submits his/her dissertation/project report, etc., during the extended period with a penalty as above will not be entitled to the University Medal.

21.

The Controller of Examinations shall publish the results of various University examinations in such a manner as may be decided by the Academic Council. Before declaration, the results of an examination, together with a statement of pass percentage in the whole examination and in each subject for current examinations, shall be submitted to the Controller of Examinations by the concerned result branch.

22.

The Controller of Examinations may withhold the results of any candidate who, by an act of omission or commission, might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances, or the Regulations, or of non-compliance thereof, or for any other cause which, in the opinion of the Controller of Examinations, might warrant such an action.

23.

The Vice-Chancellor shall have the power to quash the result of a candidate after it has been declared if:

- (i) The candidate is disqualified for using unfair means in the examinations; or
- (ii) A mistake is found in his/her result; or
- (iii) He/she is found ineligible to appear in the examination.

Note:

In RLA (Result Late due to Awards) / RLE (Result Late due to Eligibilities) / RLD (Result Late due to Disputes) cases, the Department/College/Institute concerned shall submit details viz., name of the examination centre, date of examination, name of the subject (where Award Wanting (A.W.) has been indicated), along with a copy of the downloaded result to the concerned Result Branch within 20 days positively, failing which he/she will be treated as 'Absent' in the said paper and the result shall be finalized accordingly.

24.

(a) A candidate shall be entitled to have his/her answer book(s) rechecked on payment of an admissible fee as decided by the University from time to time, subject to the following:

- (i) Application for rechecking is received by the University within 30 days of the date on which the result is declared by the University.
- (ii) Rechecking will be done only to see if the marks awarded to various answers have been

correctly added and if all the answers have been examined by the examiner, and his/her roll number and awards have been correctly posted.

(b) If any mistake is discovered as a result of rechecking, the fee paid shall be refunded.

25.

A candidate whose answer book is lost after having been received by the Superintendent of the examination may be permitted by the Vice-Chancellor to reappear in the paper lost on a date to be fixed by the Controller of Examinations, provided he/she has passed in all other subjects of the examination or is likely to be placed under compartment. If the candidate obtains pass marks in the papers in which he/she has reappeared, he/she shall be declared to have passed the examination or placed under compartment, as the case may be.

If there is any dispute as to whether a candidate's answer book was duly received or not, the findings of the Controller of Examinations, subject to confirmation by the Vice-Chancellor, shall be final.

26.

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have the power, in the case of all examinations held by the University, to hold additional examination(s) in the same year for special reasons to be recorded.

27.

The Academic Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper(s) or any other irregularity which warrants such a step.

28.

Except as otherwise decided by the Academic Council, the examination answer books shall be destroyed or otherwise disposed of after 4 months from the date of the declaration of results.

29.

Any candidate who has been declared successful at a University examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocation, apply to the Controller of Examinations along with the requisite fee for a Provisional Certificate of passing the examination.

30.

The names of the first ten successful candidates in each examination who obtain a first division shall be declared in order of merit.

31. Provision with regard to maternity leave to married women students:

(a) The women students will be entitled to avail of maternity leave for a period not exceeding 45 days continuously in a single stretch with the prior permission of the Head/Director of the concerned Department/Institute and the Principal of the College, on production of a valid Medical Certificate. The leave period may be excluded from the total lectures delivered during the semester. But the concerned student has to appear in all the minor/major Examinations, etc., as

per the Schedule notified by the department of the University.

(b) However, if desired so, the student may drop the full semester, but she has to complete the attendance of that dropped-out semester after appearing in the final semester examination and shall have to appear in the dropout semester examinations according to the Even & Odd Semester policy. In such cases, she will not be required to pay the re-admission fee and the entire semester fee (if she has already paid the dropout semester's fee) to complete the attendance of the dropout semester.

(c) The above instructions shall be applicable to all the U.G./P.G. Courses being run in the affiliated, maintained/associated colleges, and University Teaching Departments.

32. Internal Assessment Marks:

(a) The Internal Assessment/Sessional marks should be supplied by the Head/Principal/Director of the Department/College/Institute within 30 days of the commencement of the examinations.

33. External Awards (Practical Examination):

The external awards (Practical) should be supplied by the Head/Principal/Director of the Department/College/Institute according to the schedule of Practical Examinations.